

Acquisitions reports – Information is taken directly from the order and vendor information that is entered into the Unicorn database.

Export Calculator Filters Modes Reset

Refreshed Friday, October 14, 2005

\*Excluded empty rows and columns

Call Number All Call Number

Call Type All Call Types

Home Location All Home Location

Item Category 1 All Item Category 1

Item Category 2 All Item Category 2

ItemType All ItemType

Amount Encumbered	Amount Paid	Cash Balance	Free Balance	Copies Ordered	Copies Received	Copies Paid	Funded Copies	Fundings Paid
150,955.76	6,336.82	3,462,858,904.97	3,462,707,949.2	5,194	1,500	209	4,019	5,281.20

Arrows point from the 'Copies Ordered', 'Copies Received', 'Copies Paid', and 'Funded Copies' columns to the 'Quantities summary' section of the Unicorn WorkFlows window.

Unicorn WorkFlows

File Edit Wizards Helpers Preference Tools Window Help

Display Order (Specific Cycle) : Display Orderline PO-21/1; 2005; ARROWOOD

Description: The dog is blue / Downing, Andrea

Order Orderline Segments Invoices Order History Serial Ctrl

Bibliographic info

Call number: XX(36247.1)

ISBN/ISSN:

Personal Author: Downing, Andrea

Title: The dog is blue

Dates

Date ordered: 8/18/2005 Date mailed: NEVER

Price and quantity

Unit price: \$10.00

Quantity: 1

Multi parts: N

Quantities summary

Quantity ordered: 1

Quantity invoiced: 0

Quantity funded: 1

Quantity received: 1

Quantity paid: 1

Quantity loaded: 1

Amounts summary

Ordered/not funded: \$0.00

Invoiced/not paid: \$0.00

Funded/not invoiced: \$0.00

Amount paid: \$10.00

Close

Director's Station by Zinst Corporation

**NEW Acquisitions** \*Excluded empty

▼ Slice Options

Fund Level 1	▼ All Fund Level 1	Call Number	▼ All Call Number
Fund Level 2	▼ All Fund Level 2	Call Type	▼ All Call Types
Fund Level 3	▼ All Fund Level 3	Home Location	▼ All Home Location
Fund Level 4	▼ All Fund Level 4	Item Category 1	▼ All Item Category 1
Fiscal Cycle	▼ All Fiscal Cycle	Item Category 2	▼ All Item Category 2
FundCyc Library	▼ All FundCyc Library	ItemType	▼ All ItemType

Measures ▼

Fund	Amount Budgeted	Amount Encumbered	Amount Paid	Cash Balance	Free Balance
All Fund	2,462,865,241.79	150,655.76	6,226.92	2,462,858,304.97	2,462,707,949.2

**Unicorn WorkFlows**

File Edit Wizards Helpers Preference Tools Window Help

Search for:  Search

Index: Fund ID ▼ Type: ☒ Search ☐ Browse ☐ Exact ☐ Fund Level


Fiscal cycle: 2005 ▼

Library: ARROWOOD ▼

Current fund: [FUND --- 2005 --- ARROWOOD](#)

Fund Information		Fund Cycle Information		Invoices	Orders
Copies	Performance	Financial	Extended Information		
Budgeted: \$15500.00		Encumbered: \$425.00			
Free balance: \$14800.00 (95%)		Invoiced: \$165.00			
Cash balance: \$15390.00 (99%)		Paid: \$110.00			

Display This Fund Display Another Fund Close



## All Authority Measures report –

Director's Station by Sirsi Corporation Refreshed Thursday, October 13, 2005

**All Authority Measures** \*Excluded empty rows and columns

▼ Slice Options

Authority Modified By	All Authority Modified By	Date Created	All Date Created
Authority Source	All Authority Source	Authority Format	All Authority Format
Date Modified	All Date Modified		

Authority Created By

Measures

Number of Authority Records
All Authority Created By
365

The Number of Authority Records measure represents the current number of authority records to date. This is the same information you could extract from WorkFlows with a Count Authority report.

```
view.txt - WordPad
File Edit View Insert Format Help

Report Log for Authority Count
Report authcnt scheduled as Count Authority Records
A count of all authority records.

UNICORN authority selection v2003.1 started on Friday, October 14, 2005, 1:40 PM
The authority file will be read sequentially by primary key.
The authority primary key will be written to standard output.
365 authority record(s) considered.
365 authority record(s) selected.
UNICORN authority selection finished on Friday, October 14, 2005, 1:40 PM
```

## All Bill Measures report –

Director's Station by Sirsi Corporation

Refreshed Thursday, October 13, 2005

All Bill Measures

\*Excluded empty rows and columns

▼ Slice Options

Payment Date

▼ All Payment Date

Library

▼ All Library

ItemType

▼ All ItemType

Call Number

▼ All Call Number

Call Type

▼ All Call Types

Item Category 1

▼ All Item Category 1

Item Category 2

▼ All Item Category 2

Bill Reason

▼ All Bill Reason

User Category 1

▼ All User Category 1

User Category 2

▼ All User Category 2

User Category 3

▼ All User Category 3

User Category 4

▼ All User Category 4

Measures

▼

Payment Type

▼

	Number of Bills	Total Amount Billed	Payment Amounts	Delinquent Patrons	Blocked Patrons	Barred Patrons
All Payment Type	2,575	338,767.14	164,232.70	762	129	0

The Number of Bills measure is the current bills to date.

The Total Amount Billed measure is the dollar amount of those current bills.

The Payment Amounts is the dollar amount paid to date on those current bills.

This report also calculates the number of Delinquent, Blocked and Barred patrons within the system. Delinquent and blocked statuses are system generated when a patron has an outstanding bill or overdue items on their account. Barred is a manually generated status within the Privilege tab of the user record.

## All Booking Measures report –

Director's Station by Sirsi Corporation Refreshed Thursday, October 13, 2005

### All Booking Measures

\*Excluded empty rows and columns

▼ Slice Options >>

Call Type	▼ All Call Types	User Category 1	▼ All User Category 1
Library	▼ All Library	User Category 2	▼ All User Category 2
Item Category 1	▼ All Item Category 1	User Category 3	▼ All User Category 3
Item Category 2	▼ All Item Category 2	User Category 4	▼ All User Category 4
ItemType	▼ All ItemType	User Category 5	▼ All User Category 5
User Profile	▼ All User Profile	Date Booked	▼ All Date Booked

Call Number ▼

Measures ▼

Bookings

All Call Number 19

The number here is the current bookings in the system.

If you would like to see a history of bookings, you will have to use a circulation report that contains the dimension of Command Codes and select the code Add Booking.

## All Catalog Measures report –

Director's Station by Sirsi Corporation Refreshed Thursday, October 13, 2005

**All Catalog Measures** \*Excluded empty rows and columns

▼ Slice Options >>

Call Number	All Call Number	Year Published	All Item Year of Publish
Call Type	All Call Types	Date Copy Created	All Date Copy Created
Library	All Library	Date Title Modified	All Date Title Modified
Item Category 1	All Item Category 1	Date Title Created	All Date Title Created
Item Category 2	All Item Category 2	Title Modified By	All Title Modified By
Title Catalog Format	All Title Catalog Format	Title Created By	All Title Created By

Measures ▼

ItemType	Total Titles	Total Call Numbers	Total Copies	% of Copies to Titles	% of Copies to Call Numbers	% of Titles to Call Number	% of Titles to Total Titles	Total Collection Value
All ItemType	50,584	51,615	68,011	134.45%	102.04%	131.77%	100.00%	104,121,992.99

The Total Titles measure calculates the number of title records in Unicorn to date.

The Total Call Numbers measure calculates the number of call number records in Unicorn to date.

The Total Copies measure calculates the number of copies or items in Unicorn to date.

The % of Copies to Titles measure divides the number of copies by the number of titles.

The % of Titles to Call Number measure divides the number of call numbers by the number of titles.

The % of Titles to Total Titles measure divides the number of titles by the number of titles.

The Total Collection Value measure is a sum of those copies that contain a price in the Price field of the copy record.

## All Charges Measures report –

Director's Station by Sirsi Corporation

### All Charges Measures

▼ Slice Options

User Profile	All User Profile	Call Number
User Category 1	All User Category 1	Call Type
User Category 2	All User Category 2	Item Category
User Category 3	All User Category 3	Item Category
User Category 4	All User Category 4	Item Type
User Category 5	All User Category 5	Charge Date

Library ▼

Measures	Total Items Checked Out	Total OverDue Items	Estimated Accrued Fines	Number of Unpaid Items	Amount of Unpaid Items	N
All Library	582	496	9,959.00	1,216	169,248.04	L C

The Total Items Checked Out measure is the current number of items checked out to date.

The Total Overdue Items measure is the number of overdue items to date.

The Estimated Accrued Fines measure is calculating the dollar amount of the fines on the total overdue items.

The Number of Unpaid Items measure is the number of items that have bills against them but have not been paid to date.

The Amount of Unpaid Items measure calculates the dollar amount of those items that have been billed to the patron's account. This value comes from either the price field in the copy record or the default price in your policies.



Calculator

Filters

Modes

Reset

Refreshed Thursday, October 13, 2005

\*Excluded empty rows and columns

Call Number

▼

All Call Number

Call Type

▼

All Call Types

Item Category 1

▼

All Item Category 1

Item Category 2

▼

All Item Category 2

ItemType

▼

All ItemType

Charge Date

▼

All Charge Transaction Date

Amount of Unpaid Items

Number of Unpaid Others

Amount of Unpaid Others

Total Uncollected Amount

Total Fines and Bills for Items

Total Unpaid Bills

1,248.04

1,359

5,286.40

180,566.04

179,207.04

174,534.44

The Number of Unpaid Other measure is the number of bills that are not attached to an item. For example, these bills may be associated with photocopying, printing, or lost cards.

The Amount of Unpaid Others measure is calculating the dollar amount for those items not attached to an item.

The Total Uncollected Amount measure is the sum of the number of unpaid items and unpaid others.

The Total Fines and Bills for Items measure calculates the dollar amount of the estimated fines plus the bills on items.

The Total Unpaid Bills measure calculates the dollar amount for the amount of unpaid items and unpaid others.

## All Circulation Measures report –

Address <http://150.147.14.3/directorsstation/default.aspx>

Save Save As Print Email Export Calculator Filters

Director's Station by Sirsi Corporation

### All Circulation Measures

▼ Slice Options

Transaction Date	▼ All Transaction Date	Call Number	▼ All
Command Codes	▼ All Command Codes	Item Library	▼ All
ItemType	▼ All ItemType	User Library	▼ All
User Profile	▼ All User Profile	Station Library	▼ All
Day of Week	▼ All Day of Week	Item Category 1	▼ All
Call Type	▼ All Call Types	Item Category 2	▼ All

Hour Of Day ▼

Measures ▼

	Checkout	Discharge	Holds	Patron Renews	Staff Renews	Use Item	Total Circulation
All Hour Of Day	21	2	49				70

The Checkout measure is the number of checkouts to date.

The Discharge measure is the number of items that have been checked in to date.

The Holds measure is determined by the Place Hold command within the Command Codes dimension. This is not a count of the current available holds.

The Patron Renewals measure is the number of renewals done by the patron in the OPAC to date.

The Staff Renewals measure is the number of renewals done by staff at a workstation in the library.

The Total Circulation measure is the sum of checkouts, holds, patron renewals, staff renewals, and use item (which includes inventory item). In earlier versions of Director's Station, discharge was included in this sum.

Mail	Export	Calculator	Filters	Modes	Reset
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Refreshed Thursday, October 13, 2005

\*Excluded empty rows and columns

Call Number

All Call Number

Item Library

All Library

User Library

All Library

Station Library

All Library

Item Category 1

All Item Category 1

Item Category 2

All Item Category 2

Charge	Holds	Patron Renews	Staff Renews	Use Item	Total Circulation	Total Activity	Total Copies	TurnOver Rate
2	49				70	522	68,011	0.0

The Use Item measure is the number of Use Item and Inventory Item commands that were created in Unicorn.

The Total Activity measure is a count of the saved transactions that match the command codes that are available in the Command Codes dimension.

The Total Copies measure is a sum of the copy records in the system to date.

The Turnover Rate measure is the sum of Patron Renewals, Staff Renewals, and Checkouts divided by the total copies that had been charged or renewed for the dimensions selected

## All Hold Measures report –

Address <http://150.147.14.9/directorsstation/>

Save Save As Print Email Export Calculator Filters Modes Reset

Director's Station by Sirsi Corporation Refreshed Thursday, October 13, 2005

### All Hold Measures

\*Excluded empty rows and columns

▼ Slice Options >>

User Profile	All User Profile	Hold Status	All Hold Status
Hold Date Expires	All Hold Date Expires	Item Library	All Library
Hold Item Available	All Holds Total	ItemType	All ItemType
Inactive Reason	All Inactive Reason	Pickup Library	All Library
Call Type	All Call Types	Hold Placed Library	All Library
Call Number	All Call Number	Item Category 1	All Item Category 1

Measures ▼

Hold Date Created	Number of Holds
All Hold Date Created	4,779

The Number of Holds measure is the current number of holds in the system.

If you need a history of holds, you will need to use the Command Code Place Hold in a circulation report.

## All Request Measures report –

Address <http://150.147.14.9/directorsstation/>

Save Save As Print Email Export Calculator Filters Modes Reset

Director's Station by Sirsi Corporation Refreshed Thursday, October 13, 2005

### All Request Measures

\*Excluded empty rows and columns

▼ Slice Options

Call Number	▼ All Call Number	Request Status	▼ All Request Status
Call Type	▼ All Call Types	Date Requested	▼ All Date Requested
Library	▼ All Library	Request Respond Date	▼ All Request Respond Date

Request Type ▼

Measures ▼

Requests	
All Request Type	156

The Requests measure is the number of current requests in the system.  
If you need a history of requests, you need to use the Command Code Create Request in a circulation report.

## All Reserve Measures report –

Address: <http://150.147.14.9/directorsstation/>

Save Save As Print Email Export Calculator Filters Mode

Director's Station by Sirsi Corporation Refreshed

### All Reserve Measures \*Exclude

▼ Slice Options

<b>Reserve Date Placed</b> ▼ All Reserve Date Placed	<b>User Category 1</b> ▼ All User Ca
<b>Expiration Date</b> ▼ All Reserve Expiration Date	<b>User Category 2</b> ▼ All User Ca
<b>Call Number</b> ▼ All Call Number	<b>User Category 3</b> ▼ All User Ca
<b>Call Type</b> ▼ All Call Types	<b>User Category 4</b> ▼ All User Ca
<b>Item Category 1</b> ▼ All Item Category 1	<b>User Category 5</b> ▼ All User Ca
<b>Item Category 2</b> ▼ All Item Category 2	<b>Course Name</b> ▼ All Course I

**Measures** ▼

	Number Of Reserve Controls	Number Of Active Instructor Course Reserves	Total Charges	Number Of Copies Needed	Number Of Copies On Reserve	Number Of Copies On Pickup
<b>Reserve Stage</b> ▼						
All Reserve Stages	269	253		826	643	8

Unicorn WorkFlows

File Edit Wizards Helpers Preference Tools Window Help

Display Reserve : Single Reserve Record

Identify reserve

Item ID: 31000234589138

Basic Information Individual Reserve Copies

The six-day creation faith devotional for teenagers to discover why naked pe... / Davidson, Dan.

Desk: RESERVES

Placed: 10/17/2005 Expires: 12/16/2005

Circulation rule: 14DAY

Copies needed: 0

Status: COLLECT

Total charges: 0

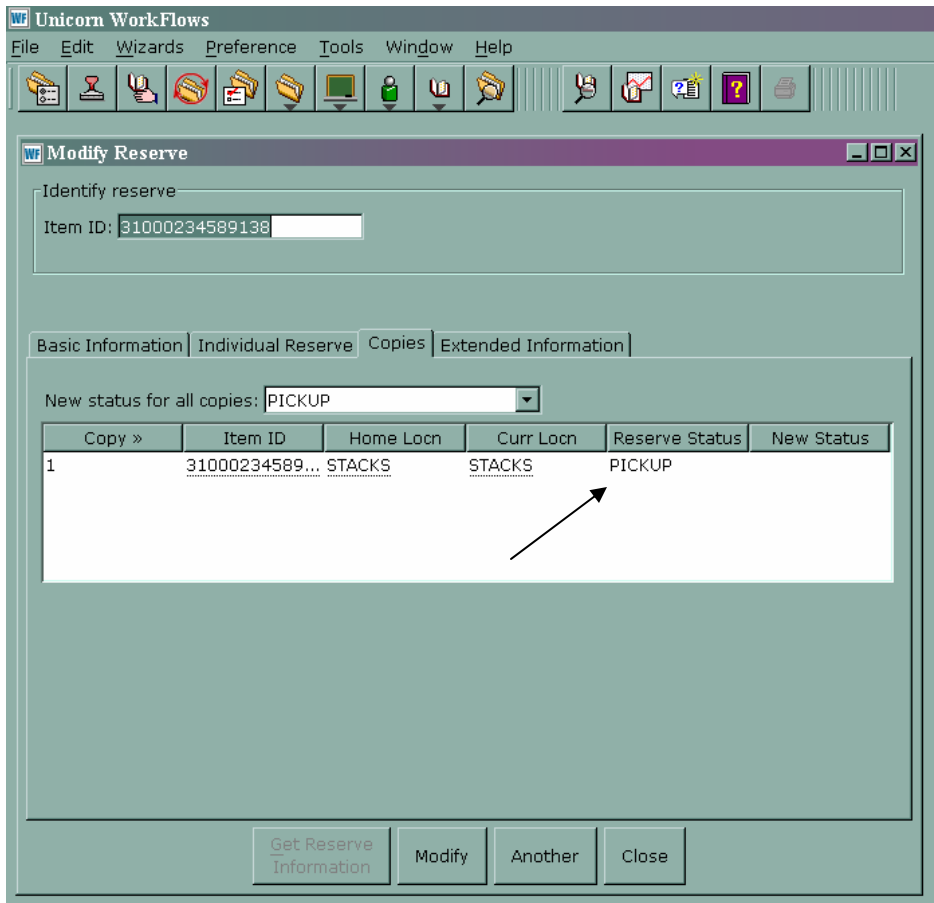
Allow manual circ rule: N

Auto select copies: N

Keep copies at desk: N

# ACTIVE/PREPARE reserves: 1

Get Reserve Information Another Close



The Number of Reserve Controls measure is the number of the current control records in the system. If you need a historical count of reserve records, you will need to use the Command Code Create Reserve.

The Number of Active Instructor Course Reserves measure looks to the number of reserves that have the status of active.

The Total Charges measure displays the number of reserves that have been checked out to date.

The Number of Copies Needed measure is the number of individual items that need to be collected from the shelves for reserves.

The Number of Copies on Reserve measure is the items that have the status of On Reserve.

The Number of Copies on Pickup measure is the number of items that have the status of Pickup.

## All Serials Measures report –

Address <http://150.147.14.3/directorsstation/default.aspx>

Save Save As Print Email Export Calculator Filters Modes Reset

Director's Station by Sirsi Corporation Refreshed Thursday, October 13, 2005

### All Serials Measures \*Excluded empty rows and columns

▼ Slice Options

Call Type	▼ All Call Types	Item Category 2	▼ All Item Category 2
Serials Category 1	▼ All Serials Category 1	Serial Create Date	▼ All Serial Create Date
Serials Category 2	▼ All Serials Category 2	Serial Date Expected	▼ All Serial Date Expected
Serial Status	▼ All Serial Status	ItemType	▼ All ItemType
Call Number	▼ All Call Number	Vendor Names	▼ All Vendor Names
Item Category 1	▼ All Item Category 1		

Library ▼

All Library

Measures ▼

Number of Serial Controls
---------------------------

All Library 446

The Number of Serial Controls measure is the number of current serial control records in the system. If you need a historical count of serial controls, you will need to use the Command Code Create a Serial Control in a circulation report.



## All User Measures report –

Director's Station by Sirsi Corporation Refreshed Thursday, October 13, 2005

**All User Measures** \*Excluded empty rows and columns

▼ Slice Options

Library ▼ All Library

User Date Created ▼ All User Date Created

User Last Activity Date ▼ All User Last Activity Date

User Category 1 ▼ All User Category 1

User Category 2 ▼ All User Category 2

User Category 3 ▼ All User Category 3

User Category 4 ▼ All User Category 4

User Category 5 ▼ All User Category 5

Privilege Expire Date ▼ All Privilege Expire Date

Zip ▼ All Zip

Birth Year ▼ All Birth Year

Measures ▼

User Profile ▼

	Number Of Users	Delinquent	Blocked	Barred	% of Delinquent Users	% of Blocked Users	% of Barred Users
All User Profile	5,771	762	129	0	13.20%	2.24%	0.00%

The Number of Users measure is the number of patrons in the system to date.

```
view.txt - WordPad
File Edit View Insert Format Help

Report Log for User Count
Report usercnt scheduled as Count Users
A count of users.

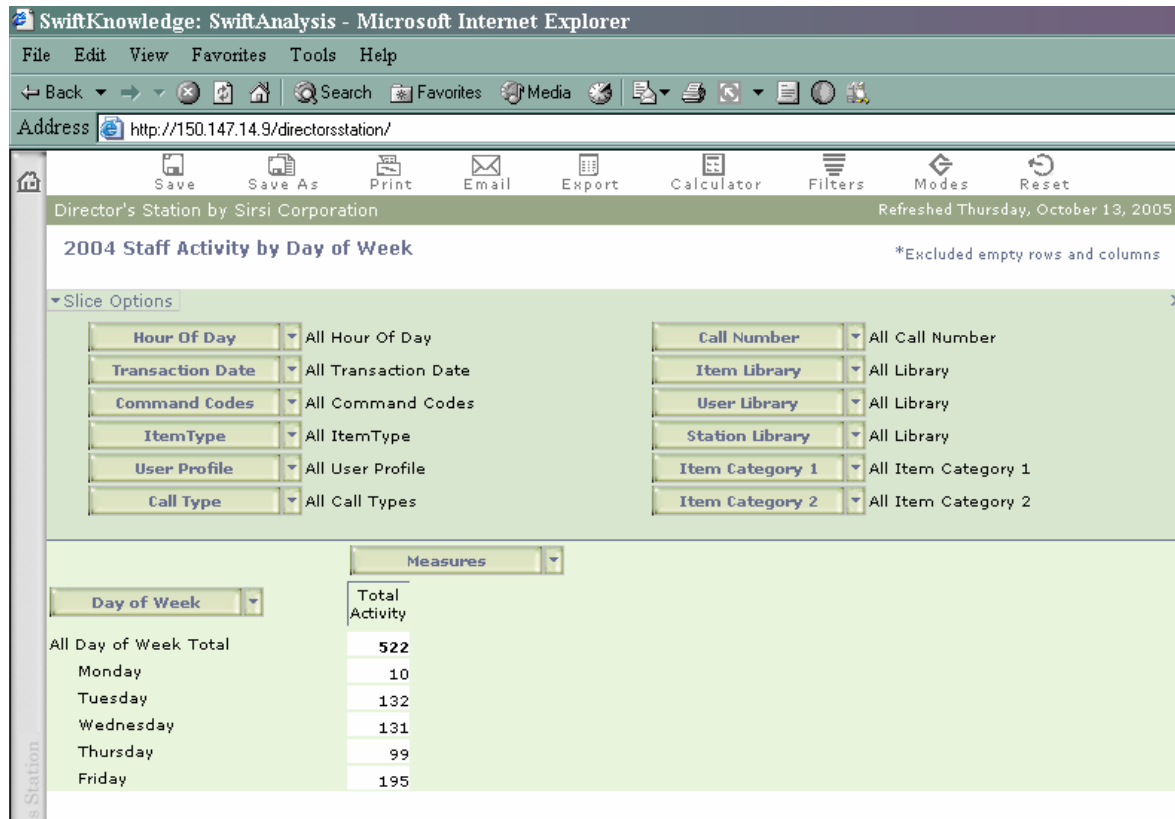
UNICORN user selection v2003.1 started on Monday, October 17, 2005, 11:29 AM
The user file will be read sequentially by primary key.
The user key will be written to standard output.
5,771 user record(s) considered.
5,771 user record(s) selected.
UNICORN user selection finished on Monday, October 17, 2005, 11:29 AM
```

The % of Delinquent Users measure is the number of Delinquent users divided by the number of users.

The % of Blocked Users measure is the number of Blocked users divided by the number of users.

The % of Barred Users measure is the number of Barred users divided by the number of users.

## 2004 Staff Activity by Day of Week report –



The Total Activity measure calculates the number of transactions in the year 2004. These transactions are dictated by the Command Codes that are automatically selected in this report.